

<b>STATE OF MICHIGAN</b> <b>JUDICIAL CIRCUIT</b> <b>COUNTY</b>	<b>RECORD PRODUCTION CHECKLIST</b> <b>FOR COURT OF APPEALS</b>	<b>CASE NO.</b> Trial Court/Tribunal: Court of Appeals:
Court address		Court telephone no.

Plaintiff name

v

Defendant name

INSTRUCTIONS: Submit this checklist with the record. If you have any questions, contact the Court of Appeals' Record Department at (517) 373-3830.

Date of Court of Appeals request for record production: \_\_\_\_\_

**Contents of Record:**

- ☐ 1. List of all docket entries in the case.
- ☐ 2. All opinions, findings, and orders of the court or tribunal.
- ☐ 3. The order or judgment appealed.
- ☐ 4. All motions and briefs even if they are kept in a separate file.
- ☐ 5. All transcripts, exhibits, and depositions filed in the court or tribunal even if they are kept in a separate file.

**Note to county clerk:** If an exhibit is oversized, please contact the Court of Appeals' Record Department to ascertain whether the exhibit in question must be immediately transmitted. **NO weapons, drugs, or money are to be transmitted unless** specifically requested in writing by the Court of Appeals.

**Binding of the Record:**

- ☐ 6. One or more file folder or other suitable hard-surfaced binder.
- ☐ 7. The file folder or binder show the name of the trial court or tribunal, the title of the case in question, and the trial court or tribunal docket number.
- ☐ 8. Transcript individually bound with hard cover and submitted with the record.

Date transmitted

Preparer's signature

Preparer's name (type or print)

Telephone no.